

East Providence Housing Authority

REQUEST FOR PROPOSALS (RFP)

Real Estate Development Advisory Services

Issue Date: June 30, 2026

Questions Deadline: July 22, 2026 3:00pm EST

Proposals Due: August 5, 2026 3:00pm EST

REQUEST FOR PROPOSALS

I. INTRODUCTION

The Housing Authority of the City of East Providence (EPHA) hereby requests proposals from qualified firms or individuals to provide Real Estate Development Advisory Services. Fees proposed shall include all fringe benefits, profit, overhead, general and administrative costs, per the scope of work listed below.

The East Providence Housing Authority (EPHA) was created in 1961 to address the needs of housing for low income families in the City of East Providence. Since that time we have provided decent, safe, and sanitary housing for eligible low-income families, persons with disabilities, and the elderly. Our funding is received from the U.S. Department of Housing and Urban Development (HUD).

Currently our agency owns, manages, and maintains 419 units in the form of 3 high-rise buildings, 3 two-story walk-up buildings, and scattered duplex sites. The rent charged for these units is based on 30% of the household's adjusted monthly income. In addition, the EPHA administers 445 Housing Choice Vouchers that allow families to lease out in the community.

It is through the combined efforts of our residents, and staff, from all departments, that we have received "High Performer" designation from HUD for several years in both our Public Housing and Housing Choice Voucher programs. We are proud to have a staff sensitive to the needs of the population that we serve and dedicated to delivering quality services.

EPHA is soliciting proposals from qualified, licensed and insured entities to provide the above noted services to EPHA. Your response to the Scope of Work must be complete, as it will become part of any contractual agreement. We appreciate the investment of time and resources firms are making by participating in this process. All submitted proposals shall be evaluated for responsiveness to the requirements of the Request for Proposal ("RFP"). Those proposals not in accordance with the RFP shall be deemed non-responsive and eliminated from further evaluation.

RFP INFORMATION AT A GLANCE

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| AGENCY CONTACT PERSON (NOTE: Unless otherwise specified, any reference herein to "Contracting Officer" or "(CO)" shall be a reference to Ms. Rose Ott.) | Rose Ott, Executive Director and Contracting Officer Telephone: (401) 865-6424 ROtt@ephousing.org |
| HOW TO OBTAIN THE RFP DOCUMENTS | 1. Access the EPHA website. 2. Email Rose Ott at ROtt@ephousing.org to request a copy. |
| QUESTION SUBMITTAL DEADLINE | Wednesday, July 22, 2026 at 3:00 PM EST to Louise@MarcusLawRI.com |
| HOW TO FULLY RESPOND TO THIS RFP BY SUBMITTING A PROPOSAL | As instructed within Section 3.0 of the RFP document, submit 4 hard copies and 1 Copy on a flash drive proposal to Ms. Ott. |
| PROPOSAL SUBMITTAL RETURN & DEADLINE | *Wednesday, August 5, 2026 at 3:00 PM EST 99 Goldsmith Avenue, East Providence, RI 02914 (*The sealed "hard copy" proposal documents must be received in-hand and time-stamped by EPHA by no later than 3:00 PM EST on this date). |

Please note that all proposals will be retained by EPHA for audit purposes. EPHA reserves the right to reject any and/or all proposals, or to waive any informality in the proposals. Submissions received after the deadline will not be considered. An Offeror submitting a late proposal will be so notified. All material submitted in the proposal becomes the property of EPHA and will not be returned.

Deadline for Written Questions: All questions pertaining to this Request for Proposals must be submitted in writing no later than July 22, 2026 at 3:00 PM EST. Written questions may be submitted by email, to Louise@MarcusLawRI.com EPHA will only respond to written questions and only be bound by its response to written questions. Oral communications are discouraged, and EPHA **will not** be bound by any oral answers or interpretations of the Request for Proposals.

To maintain a fair and impartial competitive process, EPHA can answer questions only in response to written questions received within the specified time frame. EPHA must avoid private communication with the prospective proposers during the evaluation period. The written questions will be the only opportunity for proposers to ask questions as to form and content. Any addendum will be available on EPHA's website.

Please respect this policy and do not attempt to ask EPHA personnel or members of its Board of Commissioners any questions regarding this RFP except through written questions submitted in the manner and within the time frame indicated above.

II. EPHA RESERVATION OF RIGHTS:

- EPHA reserves the right to reject any or all proposals, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed by EPHA to be in its best interests.
- EPHA reserves the right not to award a contract pursuant to this RFP, to award by individual service, group of services, or as a total, whichever is deemed most advantageous to EPHA.
- EPHA reserves the right to terminate a contract awarded pursuant to this RFP, at any time for its convenience upon 30 days' written notice to the successful proposer(s).
- EPHA reserves the right to determine the days, hours and locations that the successful proposer(s) shall provide the services called for in this RFP.
- EPHA reserves the right to retain all proposals submitted and not permit withdrawal for a period of 90 days subsequent to the deadline for receiving proposals without the written consent of the EPHA Contracting Officer (CO).
- EPHA reserves the right to negotiate the fees proposed by the proposer entity.
- EPHA reserves the right to reject and not consider any proposal that does not meet the requirements of this RFP, including, but not necessarily limited to, incomplete proposals and/or proposals offering alternate or non-requested services.
- EPHA shall have no obligation to compensate any proposer for any costs incurred in responding to this RFP.
- EPHA shall reserve the right to at any time during the RFP or contract process to prohibit any further participation by a proposer or reject any proposal submitted that does not conform to any of the requirements detailed herein.

III. GENERAL TERMS AND CONDITIONS:

The successful respondent will be required to sign a Professional Service Agreement ("Agreement"). The respondent must meet all insurance/licensing requirements set forth in the Agreement. All terms and conditions of the Agreement are non-negotiable. Failure to execute the Agreement and provide the required insurance within the required time shall be just cause for the rescission of the award. If a selected Organization refuses or fails to execute the Agreement, the EPHA may award to the next qualified organization.

IV. PROJECT BACKGROUND AND DESCRIPTION STATEMENT:

The Housing Authority of the City of East Providence is soliciting proposals from qualified consultants and firms with demonstrable successful experience in real estate development with an emphasis on the repositioning and recapitalization of public housing and affordable housing developments. EPHA is currently exploring strategically redeveloping public housing communities, acquiring affordable and mixed-finance properties, and planning and implementation of property transformation initiatives. EPHA seeks a professional that can provide on-call consulting services. The successful proposer(s) will provide analytical and advisory services that will support the organization in making development decisions. In addition, the successful proposer will assist completing development tasks as needed, including overseeing the work of contracted development partners, supervising the completion of required HUD processes such as RAD and mixed-finance applications, supporting capital planning

activities, and assisting with execution of project management, asset repositioning, and the various tools to develop and modernize public, affordable, and mixed-income housing.

EPHA is exploring redevelopment through HUD's Section 18 and RAD programs and through any feasible, recommended means. EPHA seeks advice on obtaining alternate sources of development financing and development partner collaborations.

Scope of Work:

The types of assistance sought by the Authority may include some or all the following:

- Reviewing and evaluating HUD site and neighborhood standards as applied to projects
- Ensuring compliance with HUD procurement standards
- Guidance on RAD properties conversions, development of mixed-use properties, and grant initiatives
- Successful use of affiliates/instrumentalities/nonprofits
- General advice on the formation of development teams
- General technical advice on the income mix of tenants
- Use of public housing operating subsidies, Section 8 vouchers, HOME Tenant Based Rental Assistance, Faircloth, and other rental assistance programs
- Property and Asset Management
- Capital needs assessments and planning
- Use of Capital Fund resources for acquisition, demolition and development, including assistance in the preparation of applications and proposals to HUD.
- Interpretation and application of HUD regulations and notices
- Under the direction of EPHA staff, collaboration and communication with HUD offices such as the Field Office, Special Applications Center, Real Estate Assessment Center, and others
- Utilization of HUD systems such as PIC/HIP, EPIC, REAC, etc.
- Grant management, assistance with budgeting, preparing and evaluating financial reports and performance
- Project-based Voucher Development, Contract Administration, and Compliance
- Homeownership programs, including 5(h) and Section 32
- Providing recommendations for affordable housing development and preservation solutions
- Coordinating transactional tasks to include market research, feasibility analyses, project budgets, sources and uses, draw schedules, proformas and project schedules
- Coordinating and/or participating in community planning sessions, public meetings, and presentations
- Conducting and participating in meetings with staff, government officials, community stakeholders and residents, equity investors, attorneys, developers, and other groups as authorized by the Executive Director
- Assisting in developing and implementing relocation plans;
- Coordinating the preparation and review of all necessary and required real estate documents such as financial transaction documents, easements, title, funding draws, development agreements, operation agreements and various agreements with/for consultants and/or contractor services
- Tracking progress of construction or rehabilitation of real estate properties and providing periodic progress reports
- Preparing correspondence, technical, and status reports related to assigned projects
- Low Income Housing Tax Credit strategies
- Tax exempt bond strategies
- Use of Federal Home Loan Bank funds, as applicable
- Supporting the Agency's negotiations related to real estate development activities
- Developing and evaluating training and staffing plans
- General consulting services on technical issues related to redevelopment of EPHA properties, and calculation of taxable income, allocation of cash flow and income, and other issues that may arise
- Layering and underwriting analytical services
- Structuring loan agreements and drafting notes and mortgage documents for all supplemental funds
- Preparation of applications for financial assistance from private foundations, as well as public and private source, moving to work and other HUD demonstrated program
- Preparation of HUD demolition and/or disposition applications
- Assistance in preparing request for proposals and selection of eligible respondents, as necessary
- Any other duties and assignments by the Executive Director and/or her designee

To successfully accomplish this scope, the successful proposer must be available as needed remotely or in person, unless otherwise agreed by EPHA. The successful respondent and EPHA will agree on the schedule of remote and in-person engagement following selection.

VII. PROPOSAL FORMAT

EPHA intends to retain the successful proposer pursuant to a “Best Value” basis, not a “Low Proposal” basis ("Best Value," in that EPHA will, as detailed below consider factors other than just cost in making the award decision). So that EPHA can properly evaluate the offers received, all proposals submitted in response to this RFP must be formatted in accordance with the sequence noted below. Each category must be separated by numbered index dividers (which number extends so that each tab can be located without opening the proposal) and labeled with the corresponding tab reference also noted below. None of the proposed services may conflict with any requirement EPHA has published herein or has issued by addendum.

A. Tabbed Proposal Submittal

| Tab No. | Description |
|---------|--|
| 1 | <p>Proposed Services: As more fully detailed within <i>Scope of Work / Technical Specifications</i>, of this document, the proposer shall, at a minimum, clearly detail within the information submitted under this tab documentation providing:</p> <ul style="list-style-type: none"> • Letter of Intent-Provide a cover letter transmitting the response, introducing the respondent’s company and expressing interest in providing services to EPHA. • Service Approach-Provide an overview of the approach your company intends to take in completing the Scope of Services, including commitment for in-person engagement in EPHA’s East Providence, RI office. |
| 2 | <p>Experience: <i>Evaluation Factor No. 1</i>, Evidence of the firm’s ability to perform the work as indicated. Points will be given to the company based on years in business, profiles of both principal’s and staff’s professional, technical competence and experience</p> |
| 3 | <p>Demonstrated Understanding of the Requirement: <i>Evaluation Factor No. 2</i>, herein, the proposers provide an overview of the approach your firm intends to take in completing the Scope of Services. Respondents are encouraged to be as specific in their submissions as possible to demonstrate an understanding of the objectives of EPHA.</p> |
| 4 | <p>Appropriateness of the Technical Approach: <i>Evaluation Factor No. 3</i>, herein the proposer’s Technical Approach (including, if appropriate, labor categories, estimated hours and skill mix) and the proposer’s proposed Work Plan to provide the required services.</p> |
| 5 | <p>Technical Capabilities: <i>Evaluation Factor No. 4</i>, herein, the proposer’s Technical Capabilities (in terms of personnel, equipment, and materials) and Management Plan (including staffing of key positions, identification of on-site personnel, method of assigning work, and procedures for maintaining level of service, etc.).</p> |
| 6 | <p>Demonstrated Experience/Demonstrated Successful Past Performance: <i>Evaluation Factor No. 5</i>, herein, the proposer’s demonstrated experience in performing similar work and the proposer’s demonstrated successful past performance (including meeting costs, schedules and performance requirement) of contract work substantially like that required by this solicitation.</p> <ul style="list-style-type: none"> • How staff are retained, screened, trained, and monitored; |

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| | <ul style="list-style-type: none"> • The proposed quality control program; • Explanation and copies of forms that will be used and reports that will be submitted, (if applicable) and the method of such reports (i.e., written, fax, internet, etc.); and • A complete description of the products and services the company provides. |
| 7 | Cost: Appropriateness of cost compared to scope of work. <i>Evaluation Factor No. 6</i> , herein this section the estimated fee proposal will be a factor in the selection of the awarded firm. |
| 8 | Managerial Capacity/Financial Viability: The proposer entity must submit under this tab a concise description of its managerial and financial capacity to deliver the proposed services, including brief professional resumes for the persons identified within areas (5) and (6) of the <i>Profile of Firm Form</i> . Such information shall include the proposer's qualifications to provide the services; a description of the background, and current organization of the firm. |
| 9 | <p>Client Information/References: The past performance of the respondent on prior work of the same or similar nature, based on the letters of reference and/or client lists submitted, and based upon the results of any consultation that the EPHA chooses to conduct with such. Proposer shall submit a listing of former or current clients, including any other Public Housing Authority for whom the proposer has performed similar or like services to those being proposed in the RFP. The listing shall at a minimum include:</p> <p>Client's name</p> <ul style="list-style-type: none"> • Client's contact name • Client's telephone number • A brief description and scope of the service(s) and the dates the service(s) were provided |
| 10 | <p>Certification Forms and Affidavits: These forms are attached and are part of the RFP documents. These forms must be fully completed, executed, and submitted under this tab as part of the proposal submittal.</p> <ul style="list-style-type: none"> • Form of Proposal (<i>Attachment A</i>) • Certifications and Representations of Offerors <i>Non-Construction Contract</i> (<i>Attachment B</i>) • Profile of Firm (<i>Attachment C</i>) • Section 3 Explanation (<i>Attachment D</i>) • Form HUD-5369-B Instruction to Offerors, Non-Construction Contract (<i>Attachment E</i>) • Form SIPC (<i>Attachment F</i>) • Sample Contract (<i>Attachment G</i>) • Form 5370-C1 (<i>Attachment G-1</i>) • Form HUD 50071 <i>Certification of Payment</i> (<i>Attachment G-2</i>) • Form HUD SF-LLL (<i>Attachment G3</i>) • E-Verify Form (<i>Attachment G-4</i>) • Agency Profile of Properties (<i>Attachment H</i>) |
| 11 | Other information (optional): Include any other information which may be helpful to the Evaluation Committee in evaluating your firm's qualifications, including peer reviews within the past three years and any disciplinary action received within the past three years. Also, describe any regulatory action taken by any oversight body against the organization. |

If **no information** is to be placed under any of the above noted tabs, please place thereunder a statement such as "NO INFORMATION IS BEING PLACED UNDER THIS TAB" or "THIS TAB LEFT INTENTIONALLY BLANK." **DO NOT** eliminate any of the tabs.

B. Proposal Submittal Binding Method:

It is preferable and recommended that the proposer bind the submittals in such a manner that EPHA can, if needed, remove the binding (i.e... "comb-type;" etc.) or remove the pages from the cover (i.e. 3-ring binder; etc.) to make copies then conveniently return the bid submittal to its original condition.

VIII. SUBMISSION REQUIREMENT

A. Proposal Submission:

All proposals must be submitted and time-stamped received in the designated EPHA's office by no later than the submittal deadline stated herein (or within any ensuing addendum). The proposal must be submitted to conform to the requirements of this Request for Proposal as described in the sections entitled "Evaluation Factors. The package exterior must clearly be marked "**RFP Real Estate Development Advisory Services**" and must be sealed having the proposer's name, return address and addressed to:

**East Providence Housing Authority
Rose Ott, Executive Director
99 Goldsmith Avenue
East Providence, RI 02914**

Proposals received after the published deadline will not be accepted.

- a. **Submission Conditions:** DO NOT FOLD OR MAKE ANY ADDITIONAL MARKS, NOTATIONS OR REQUIREMENTS ON THE DOCUMENTS TO BE SUBMITTED. Firms are not allowed to change any requirements or forms contained herein, either by making or entering onto these documents or the documents submitted any revisions or additions; and if any such additional marks, notations or requirements are entered on any of the documents that are submitted to EPHA by the proposer, such may invalidate that proposal. If, after accepting such a proposal, EPHA decides that any such entry has not changed the intent of the quote that EPHA intended to receive, EPHA may accept the proposal and the proposal shall be considered by EPHA as if those additional marks, notations or requirements were not entered on such.
- b. **Submission Responsibilities:** It shall be the responsibility of each firm to be aware of and to abide by all dates, times, conditions, requirements and specifications set forth within all applicable documents issued by EPHA, including the RFP document, and the documents listed within the RFP, and any addenda and required attachments submitted by the proposer. By virtue of completing, signing and submitting the completed documents, the proposer is stating his/her agreement to comply with all conditions and requirements set forth within those documents. Written notice from the proposer not authorized in writing by the Contracting Officer to exclude any of EPHA requirements contained within the documents may cause that proposer to not be considered for award.

B. Proposer's Responsibilities Contact with EPHA:

It is the responsibility of the proposer to address all communication and correspondence pertaining to this RFP to the two stated individuals only. Proposers must not make inquiry or communicate with any other EPHA staff member or official (including members of the Board of Commissioners) pertaining to this RFP. Failure to abide by this requirement may be cause for EPHA to not consider a bid submittal received from any proposer who may have not abided by this directive.

IX. PROPOSAL EVALUATION:

A. Evaluation Method:

1. **Initial Evaluation for Responsiveness:** Each proposal received will first be evaluated for responsiveness (e.g., meets the minimum of the published requirements). EPHA reserves the right to reject any proposals deemed by EPHA not minimally responsive (EPHA will notify such firms in writing of any such rejection).
2. **Evaluation Packet for Proposals Deemed Responsive:** Internally, an evaluation packet will be prepared for each evaluator, including the following documents:

| (1) Factor No. | (2) Max Point Value | (3) Factor Type | (4) Factor Description |
|-------------------|------------------------|------------------------|---|
| 1 | 15 points | Objective | The PROPOSED COSTS submitted by the proposer. |
| 2 | 10 points | Subjective (Technical) | The proposer's DEMONSTRATED UNDERSTANDING of the AGENCY'S REQUIREMENT . |
| 3 | 15 points | Subjective (Technical) | The QUALITY of the TECHNICAL APPROACH and the SERVICES PROPOSED . |
| 4 | 20 points | Subjective (Technical) | The proposer's TECHNICAL CAPABILITIES (in terms of personnel) and the MANAGEMENT PLAN (including the ability to provide the services detailed herein). |
| 5 | 30 points | Subjective (Technical) | The proposer's DEMONSTRATED RELEVANT EXPERIENCE in performing similar work and the proposer's DEMONSTRATED SUCCESSFUL PAST PERFORMANCE (including meeting costs, schedules, and performance requirements) of contract work substantially like that required by this solicitation as verified by reference checks or other means. (NOTE: The Agency will place particular emphasis on the proposer's above-described EXPERIENCE and PAST PERFORMANCE with public and institutional entities and HUD-related work). |
| 6 | 10 points | Subjective (Technical) | The OVERALL QUALITY, ORGANIZATION, and PROFESSIONAL APPEARANCE of the PROPOSAL SUBMITTED , based upon the opinion of the evaluators. |
| | 100 points | | Total Points (other than preference points) |

***NOTE:** Points will be awarded for each Subjective Factor by each of the appointed evaluation committee members based on his/her opinion after a thorough review of the information submitted by each proposer within his/her proposal.

- Proposal Tabulation Form;
- Written Narrative Justification Form for each proposer;
- Recap of each proposer's responsiveness;
- Copy of all pertinent RFP documents.

3. **Evaluation Committee:** EPHA anticipates that it will select a minimum of a three-person committee to evaluate each of the responsive "hard copy" proposals submitted in response to this RFP. PLEASE NOTE: No proposer shall be informed at any time during or after the RFP process as to the identity of any evaluation committee member. If, by chance, a proposer does become aware of the identity of such person(s), he/she SHALL NOT make any attempt to

contact or discuss with such person anything related to this RFP. The Executive Director is the only person at EPHA that proposers shall contact pertaining to this RFP. Failure to abide by this requirement may (and most likely will) cause such proposer(s) to be eliminated from consideration for award.

4. **Evaluation:** The appointed evaluation committee shall evaluate the responsive proposals submitted and award points pertaining to Evaluation "Subjective" Factor(s).
5. **Potential "Competitive Range" or "Best and Finals" Negotiations:** EPHA reserves the right to, as detailed within Section 7.2.N through Section 7.2.R of HUD Procurement Handbook 7460.8 REV 2, conduct a "Best and Finals" Negotiation, which may include oral interviews, with all firms deemed to be in the competitive range. Any firm deemed not to be in the competitive range shall be notified of such in writing by the EPHA in a timely manner.
6. **Determination of Top-ranked Proposer:** Typically, the points awarded by the evaluation committee will be used to determine the final rankings. If the evaluation was performed to the satisfaction of the Executive Director, the final rankings may be forwarded to EPHA Board of Commissioners at a scheduled meeting for approval.
7. **Notice of Results of Evaluation:** If an award is completed, all proposers will receive by letter/e-mail a Notice of Results of Evaluation.
8. **Restrictions:** All persons having familial (including in-laws) and/or employment relationships (past or current) with principals and/or employees of a proposer entity shall be excluded from participation on the EPHA evaluation committee. Similarly, all persons having ownership interest in and/or contract with a proposer entity shall be excluded from participation on the EPHA evaluation committee.

X. CONTRACT AWARD:

1. **Contract Award Procedure:** If a contract is awarded pursuant to this RFP, the following detailed procedures will be followed:
 - a) By executing the EPHA Form of Contract, (Sample Contract Attached), the proposer is thereby agreeing to abide by all terms and conditions pertaining to this RFP as issued by EPHA.
2. **Contract Conditions:** The following provisions are considered mandatory conditions of any contract award made by EPHA pursuant to this RFP:
 - a) **Contract Form:** EPHA will not execute a contract on the successful proposer's form, contracts will only be executed on EPHA's form, and by submitting a proposal the successful proposer agrees to do so (Please note that EPHA reserves the right to amend this form as EPHA deems necessary). However, EPHA will during the RFP process (prior to the submittal deadline) consider any contract clauses that the proposer wishes to include therein and submits in writing a request for EPHA to do so; but the failure of EPHA to include such clauses does not give the successful proposer the right to refuse to execute EPHA's contract form. It is the responsibility of each prospective proposer to notify EPHA, in writing, prior to submitting a proposal, of any contract clause that he/she is not willing to include and/or abide by in the final executed contract. EPHA will consider and respond to such written correspondence, and if the prospective proposer is not willing to abide by EPHA's response (decision), then that prospective proposer shall be deemed ineligible to submit a proposal.

- b) **Assignment of Personnel:** EPHA shall retain the right to demand and receive a change in personnel assigned to the work if EPHA believes that such change is in the best interest of EPHA and the completion of the contracted work.
 - a) **Unauthorized Sub-Contracting Prohibited:** The successful proposer shall not assign any right, nor delegate any duty for the work proposed pursuant to this RFP (including, but not limited to, selling or transferring the contract) without the prior written consent of the EPHA Executive Director. Any purported assignment of interest or delegation of duty, without the prior written consent of the CO shall be void and may result in the cancellation of the contract with EPHA, or may result in the full or partial forfeiture of funds paid to the successful proposer as a result of the proposed contract; either as determined by the CO.
3. **Contract Period:** EPHA anticipates that it will award a contract for the period of one (1) year. The EPHA shall have the option to renew this contract upon the same terms and conditions for four (4) successive periods of twelve (12) months. This contract award with possible extensions shall not exceed five (5) years; after five (5) years the contract must be re-bid.
4. **Licensing and Insurance Requirements:** Prior to award (but not as a part of the proposal submission) the *successful proposer* shall provide (*NOTE Each of the following insurance coverages shall cover both the Contractor and the temporary employee*):
 - a) **Workers Compensation Insurance (if applicable).** An original certificate evidencing the proposer's current industrial (worker's compensation) insurance carrier and coverage minimum of \$500,000 each occurrence;
 - b) **General Liability Insurance.** An original certificate evidencing General Liability coverage, if awarded a contract the contractor will agree to name EPHA as an additional insured on all commercial or comprehensive general liability policies for the duration of the contract. The policy will contain a minimum of \$1,000,000 each occurrence, general aggregate minimum limit of \$2,000,000, together with damage to premises and fire damage of \$1,000,000 and medical expenses any one person of \$50,000, with a commercially reasonable deductible e.g. "commercially reasonable," meaning at least 1% of the "general aggregate minimum" of the policy, with a maximum deductible amount of \$50,000. Additionally, contractor shall state that a thirty (30) day notice of prior cancellation or change shall be provided to EPHA.
 - c) **Automobile Insurance.** An original certificate showing the proposer's automobile insurance coverage in a combined single limit of \$500,000. For every vehicle used during the term of this program, when not owned by the entity, each vehicle must have evidence of automobile insurance coverage with limits of no less than \$100,000/\$300,000 and medical pay of \$5,000.
 - d) **City/County/State Business License.** If applicable, a copy of the proposer's business license allowing that entity to provide such services within the City of Eat Providence and/or the State of Rhode Island (if applicable).
5. **Right to Negotiate Final Fees:** EPHA shall retain the right to negotiate the amount of fees that are paid to the successful proposer, meaning the fees proposed by the top-rated proposer may, at EPHA's option, be the basis for the beginning of negotiations. Such negotiations shall begin after EPHA has chosen a top-rated proposer. If such negotiations are not, in the opinion of the Executive Director successfully concluded within five (5) business days, EPHA shall retain the right to end such negotiations and begin negotiations with the next-rated proposer. EPHA shall also retain the right to negotiate with and make an award to more than one proposer, if such negotiation(s) award(s) are addressed in the above manner

(i.e., top-rated first, then next-rated following, until a successful negotiation is reached).

6. **Contract Service Standards:** All work performed pursuant to this RFP must conform and comply with all applicable local, state and federal codes, statutes, laws, regulations, and best practices.

XI. GENERAL

1. **Equal Opportunity Requirements.** Each firm or individual shall certify compliance with all applicable equal opportunity requirements governing contracts of the type. Bids must include signed EPHA Certification of Non-Discrimination.
2. **Section 3.** This solicitation is covered under Section 3 of the HUD Act of 1968, including the most recent Final Rule Effective November 30, 2020. That new rule deals with Hours Worked by low-income persons that reside in EPHA's MSA. The final requirements and documents are being developed and you are agreeing to adhere to the new rule and its requirements, if awarded a contract with the Housing Authority of the City of East Providence". The new Section 3 rule is parked at 24 CFR Part 75.
3. **Arbitration:** Any dispute, claim or controversy arising out of or relating to this RFP, shall be settled by binding arbitration in East Providence, RI, and judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction thereof. There shall be one arbitrator, named in accordance with the procedure. The parties are waiving their right to seek remedies in court, including the right to jury trial. The arbitrator shall decide the dispute in accordance with the substantive law of the State of Rhode Island.
6. **Executive Order:** EPHA in accordance with the Executive Orders 11625 and 12138 encourages participation by businesses owned and operated by minorities and women and Section 3 Business Concerns. It is the policy of EPHA to use best good faith efforts, consistent with applicable federal regulations and executive orders, to fully promote participation and utilization of disadvantaged and historically underutilized businesses in all areas of Authority contracting. The proposer is to complete the subcontractor data sheet and identify the disadvantaged and historically underutilized business proposed to be utilized in this work, as applicable.

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